



## KING COUNTY FIRE PROTECTION DISTRICT NO. 16

7220 NE 181<sup>st</sup> Street  
KENMORE, WA 98028

BUSINESS (425) 354-1780

FAX (425) 354-1781

### MINUTES

June 7, 2016

### REGULAR MEETING BOARD OF COMMISSIONERS

#### I. OPENING OF MEETING

The June 7, 2016, regular meeting of the Board of Commissioners of King County Fire Protection District No. 16 was held at District Headquarters located at 7220 NE 181<sup>st</sup> Street, Kenmore, King County, Washington. The Chair, Eric Adman called the meeting to order at 5:00 pm. Persons in attendance, in addition to the Chair, were Commissioners Carolyn Armanini, Don Ellis, and Dave Maehren. Also, present was Fire Chief Jim Torpin.

#### II. APPROVAL OF THE AGENDA

Fire Chief Torpin stated Commissioner Peterson had requested the addition of a discussion item regarding the start time for the July 5<sup>th</sup> regular commission meeting. Commissioner Armanini moved to approve the agenda as amended. Commissioner Maehren seconded the motion and it passed with a vote of 4 to 0.

Commissioner Kae Peterson arrived at 5.04 pm.

#### III. PUBLIC COMMENT

Lake Forest Park citizen Mike Dee addressed the Board and indicated he had sent questions to the Chief in advance of the meeting. He repeated the following questions to the Board and read the response provided in Chief Torpin's email:

1. What kind of plan does the Northshore Fire District have for Urban Forest Fire Fighting?

*The Chief responded by pointing out that we do not have much of a urban wildland interface that poses much risk for true wildland fires. We certainly have exposure and experience brush fires throughout the mid to late summer. Our urban firefighting equipment is sufficient for dealing with these types of fires as the roadway network allows access to most places.*

2. Does the District promote fire safe practices for wildland fire prevention such as proper landscape thinning or maintenance? Do you have a program in place?

*The Chief responded by stating the fire department will work with the cities on code enforcement issues where land owners practices pose risk to structures. We promote and have referenced NFPA's Firewise program to homeowners who may need information (<http://firewise.org/about.aspx?sso=0>).*

3. What are incidents that are type coded as other?

*The Chief responded by stating "Other" type coded incidents are incidents that do not fit into one of the other buckets. In the May report the other incident was actually a medical call handled by an outside agency that was not coded properly.*

Mr. Dee asked several other questions or made comments regarding the recent DUI drill held at Inglemoor High School, the District's Sick Leave Policy, the District's Donation Fund, and the upcoming Pancake Breakfast and Open House.

#### **IV. INFORMATION/DISCUSSION ITEMS**

##### **4.1 Donation Fund Resolution Review**

Commissioner Maehren indicated he has a desire to review of the use of funds donated to the department by its citizens. Resolution 08-07, which was adopted to establish the donation fund, specified the funds would be used for the purchase of a tool or piece of equipment that would make a difference in patient care or emergency mitigation. Commissioner Maehren stated he thought the donation funds should be available for things other than just tools or equipment. A discussion ensued regarding other possible uses of the donation funds. The Board also expressed an interest to honor the intention of those making a donation. After the discussion, the Board directed Chief Torpin to develop a draft policy that would govern the use of donation funds based on the general consensus reached by the Board.

##### **4.2 Commissioner Reports**

Commissioner Maehren inquired about the upcoming pancake breakfast and open house. A discussion ensued regarding who would be present for the event. Chief Torpin indicated he would advise the planners and additional details such as start time and assignment would be forwarded to those planning on attending.

Commissioner Adman inquired if it would be possible to get a name tag prior to the event. Chief Torpin indicated he would check to see if that was possible.

##### **4.3 July 5<sup>th</sup> Regular Meeting**

Commissioner Peterson requested consideration to move the July 5th meeting start time up to 4:00 PM in order to resolve a conflict. Commissioner Maehren suggested we cancel the July 5th meeting and move both July meetings back one week due to the July 4th Holiday. Commissioner Ellis moved to move the July 5<sup>th</sup> meeting to July 12<sup>th</sup> and move the July 19<sup>th</sup> meeting to July 26th. Commissioner Armanini seconded the motion and it passed with a vote of 5 to 0.

## **V. ACTION ITEMS**

None

## **VI. FIRE CHIEF'S REPORT**

The Fire Chief's report was submitted to the Board electronically. Chief Torpin inquired if there were any questions regarding the written report that was provided in the meeting materials.

Commissioner Armanini pointed out that the Monthly Training Assignment is usually included in the meeting material packet, but was not included with the current packet. Chief Torpin indicated it was an inadvertent error and the June MTA would be sent out to the Board.

Commissioner Maehren inquired about the negative values in the payroll accounting. Commissioner Armanini pointed out that the accounting included contributions and deductions from payroll with negative values representing the deductions from personnel's payroll. Chief Torpin confirmed this was the case with Finance Specialist McDaniel.

The Board had no further questions or comments.

## **VII. CONSENT CALENDAR**

### **7.1 Approval of Minutes, Vouchers and Resolutions**

By a motion of Commissioner Maehren, seconded by Commissioner Armanini, the consent calendar was unanimously approved. The consent calendar consisted of the regular meeting minutes from May 17, 2016, General Fund Vouchers totaling \$95,385.92 and Reserve Fund Vouchers totaling \$2,439.22.

## **VIII. EXECUTIVE SESSION**

At 5:45 pm, the Board moved into executive session to discuss matters related to collective bargaining pursuant to RCW 42.30.140(4) until 6:15 pm. At 6:15 pm, the Board extended the executive session to 6:30, at 6:30 pm the Board extended the executive session to 6:45, and at 6:45 the Board moved back into regular session.

## **ADJORNMENT**

The meeting was adjourned at 6:45 pm.

## **NEXT MEETING DATE**

The next regularly scheduled Commissioners meeting is for June 21, 2016.

Attachments

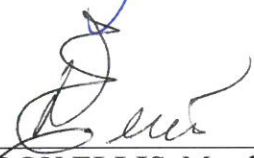
Agenda  
Fire Chief's Report

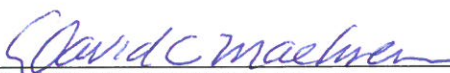
**BOARD OF COMMISSIONERS**

  
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**ERIC ADMAN**, Chair


  
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**KAE PETERSON**, Member

  
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**CAROLYN ARMANINI**, Member

  
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**DON ELLIS**, Member

  
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**DAVE MAEHREN**, Member

**ATTEST**

  
\_\_\_\_\_  
**JIM TORPIN**, Fire Chief  
King County Fire Protection District No. 16  
Adopted at a Regular Meeting of the Board of Commissioners June 21, 2016



## **Northshore Fire Department**

Headquarters Station, 7220 NE 181st Street, Kenmore, WA

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### **Board of Commissioners Regular Meeting Agenda**

Tuesday, June 7, 2016

5:00PM

- I. Open Meeting**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Information/Discussion Item**
  - 4.1 Donation Fund Resolution Review – Commissioner Maehren
  - 4.2 Commissioner Reports
  - 4.3 July 5<sup>th</sup> Regular Meeting
- V. Action Items**
- VI. Fire Chief Report**
- VII. Consent Calendar**
  - 7.1 Vouchers
  - 7.2 Policy 2720 - Update
  - 7.3 Meeting Minutes of May 17, 2016
- VIII. Executive Session**
  - 8.1 To discuss matters related to collective bargaining pursuant to RCW 42.30.140(4).
- IX. Adjournment**

**Next Regular Meeting: June 21, 2016**



# **Fire Chief's Report**

Submitted by Chief Torpin  
June 7, 2016

## **Administration/Financial:**

- Chief Torpin attended the Washington State Fire Chiefs Conference.
- Chief Torpin assisted the Washington Network for Innovative Careers (WANIC) with their scholarship selection process. 15 students were interviewed in a "Chief's Interview" style process. The purpose is to select worthy student for the financial support, but more importantly give them valuable experiences in interviewing.
- The WANIC program graduation was held at Northshore Headquarters last Wednesday and Thursday evening. 39 junior and senior students from local high schools received completion certificates. In addition to their graduation ceremony, the students performed several demonstrations for their friends and family who attended the events.

## **Human Resources:**

- Labor and Management continue to meet to negotiate a new collective bargaining agreement. Initial proposal have been exchanged by both parties.
- HR Administrator Moore and Chief Torpin met with the labor group for a regular Labor/Management meeting.
- HR Administrator Moore participated in an online demo with a representative from Prove It!, which is a company that provides aptitude testing for various positions your organization may be hiring for.
- Finance Specialist Hiring Update: First round of phone interviews were completed and top candidates were identified for an in-person panel interview. Panel interviews with identified candidates were completed June 1st. Panel interview participants included HR Administrator Moore, Chief Torpin, DC Magnuson, and Tom Broetje. A finance specific aptitude test has been sent to the candidates identified to move forward in the hiring process.

## **Training:**

- The June Monthly Training Assignment (MTA) was prepared and finalized by Captain Harvey and published with the assistance of AS Anne Jimenez.
- Captain Harvey received and passed along benchmark data from Major Trauma Incidents to response crews.
- Captain Harvey prepared material for Fire and EMS Safety Week which is scheduled for June 20-24, 2016.
- Captain Harvey completed and presented the Post Incident Analysis (PIA) for incident #16-1113. This was a structure fire in an abandoned single family residence on NE 182<sup>nd</sup> Ave fought by C-shift. DC Magnuson sat in on the presentation.
- Captain Harvey attended the Post Incident Analysis for a fire in a Woodinville Residence that E51 responded to.
- Captain Harvey reviewed Section 1 of the newest Probationary Firefighters handbook and delivered Section 2 to all three Probationary Firefighters.

- Captain Harvey and DC Magnuson Participated in the quarterly safety committee meeting.
- Captain Harvey prepared a draft revision of the monthly fire station safety inspection form. This was reviewed at the safety committee meeting and recommended for adoption.
- Captain Harvey and DC Magnuson attended the quarterly King County Fire Training Officers Meeting at Mercer Island Station 91.
- Captain Harvey assisted at several EMTG MCO sessions in Redmond. All MCO drills have been completed.

#### **Operations:**

- LT Rob McAuliffe was cleared for return to duty by District's Physician. Captain Harvey coordinated with DC Magnuson and prepared a return to work plan for LT McAuliffe. LT McAuliffe is scheduled to return to duty on days to make up missed training starting Monday 5/16.
- DC Magnuson and Captain Harvey attended the Northshore Emergency Management Coalition (NEMCo) Emergency Operations Orientation and barbecue lunch at Station 51 with NEMCo Partners.
- DC Magnuson collaborated and assisted with AA Jimenez with training on the FireTrex Training Management software program.
- DC Magnuson continues to provide benchmark compliance feedback to crews for King County EMS protocols when responding to CVA (Stroke) incidents. This is a regular and ongoing process to improve quality of care and meet King County Emergency Medical Service goals.
- DC Magnuson coordinated programming for new radio template with increased talk group banks and channels with inter-operability channels added. Phase one of three (portable radio reprogramming) was redone by King County Radio Shop Wednesday, May 25<sup>th</sup>. Phase two of three (mobile radio reprogramming) was completed by Day Wireless on Wednesday, May 25<sup>th</sup>. Phase three (final phase – programming last five portable radios) will be scheduled when neighboring agencies have completed their reprogramming.
- DC Magnuson provided King County EMS data completeness reports to shift BC's with report anomalies for correction.
- DC Magnuson received additional FireTrex Training Management software program training from Dave Monahan (program proprietor).
- DC Magnuson received 90-day performance review from Chief Torpin.
- DC Magnuson attended meeting with other participating agencies to recap EMTG recruit academy 3 and discuss financial impacts.
- DC Magnuson attended meeting with finance specialists from participating agencies to receive financial status of EMTG recruit academy 3 and discuss financial impacts.
- DC Magnuson attended NORCOM Joint Operations Meeting.
- May response statistics:

Incident responses in Fire District 16							Mutual Aid					
Incident Type Group	Station	#	%	Avg Resp Tm	%<=6Min	Avg Dur	Fire Department		Aid Received		Aid Given	
EMS	51	140	52.04%	0:05:07	68.35%	0:40:09	Bothell		6		15	
	57	75	27.88%	0:05:37	68.92%	0:41:55	Kirkland		1		5	
Hazardous Condition	51	7	2.60%	0:04:55	71.43%	0:33:49	Shoreline		8		29	
	57	1	0.37%	0:04:29	100.00%	0:29:57	Woodinville		0		4	
Good Intent	51	6	2.23%	*	*	*	Redmond		1		0	
	57	9	3.35%	0:06:44	50.00%	0:16:34	Other		0		0	
Fire	51	2	0.74%	0:06:30	50.00%	1:15:06	TOTAL		16		53	
	57	1	0.37%	0:06:30	0.00%	0:26:02						
Public Assistance	51	7	2.60%	0:07:26	14.29%	0:30:13	Emergency Response Average Turnout Time					
	57	3	1.12%	0:07:12	33.33%	0:16:32	EMS				1:06	
False	51	8	2.97%	0:06:18	37.50%	0:15:19	Fire Suppression				1:29	
	57	8	2.97%	0:05:35	62.50%	0:22:56						
Rupture/Explosion	51	1	0.37%	0:06:27	0.00%	0:22:28						
	57	0	0.00%	0:00:00	0.00%	0:00:00	Reaction Time Summary					
Weather	51	0	0.00%	0:00:00	0.00%	0:00:00	Station 51	A-shift	0:59	Station 57	A-shift	0:51
	57	0	0.00%	0:00:00	0.00%	0:00:00		B-shift	1:12		B-shift	1:12
Other	51	1	0.37%	0:06:38	0.00%	1:39:15		C-shift	1:17		C-shift	1:06
	57	0	0.00%	0:00:00	0.00%	0:00:00		D-shift	1:15		D-shift	1:05
Grand Total		269	100.00%	0:05:27	64.45%	0:38:37		AVG	1:11			AVG
May 2016												

### Fire Prevention:

- FM LaFlam attended a meeting with the City of Kenmore and Northshore Utility District to discuss the redevelopment plans for the St. Edwards building.
- FI Booth and FM LaFlam attended two code classes in Bellevue. The classes covered the International Fire Code requirements for “fire protection systems” and “means of egress”.
- FM LaFlam hosted a meeting of the Washington Fire Sprinkler Coalition steering committee.
- The annual DUI Drill was conducted for the senior class at Inglemoor High School.